

**CITY OF COLUMBUS  
BID WAIVER INFORMATION FORM**

TO ACCOMPANY LEGISLATION WHICH WAIVES ANY PROVISIONS OF COLUMBUS  
CITY CODES CHAPTER 329  
(PLEASE LIMIT YOUR RESPONSE TO THIS SHEET)

---

1. Reasons for waiving City Code bid procedure:

- emergency breakdown causing unplanned need
- item to be purchased is of a perishable nature
- need to extend an existing contract
- there is not enough time to obtain formal bids to satisfy need
- non-price error on either the bidder's or the City's part in the bid proposal
- a new law or regulation requires immediate compliance
- other Current vendor for janitorial services was terminated due to non-performance of duties.

---

2. Detailed explanation of reason (must be completed by division):

The Division of Water hired a consultant to set standards for janitorial services, to which our current vendor failed to comply, thereby terminating their contract. The Division and consultant worked with EBOC to find another vendor who could temporarily perform these janitorial services, until the new contract could be bid this summer. Dove Building Services was already doing business with the City and works with our consultant to maintain their standards.

---

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations; the Division of Water, along with its hired consultant, worked with EBOC to find a vendor who could provide these services.

---

4. Informal bids received and prices for each:

We did not receive bids. See numbers 2 and 3 above.

---

5. If lowest bid was not accepted, explain criteria for award:

N/A. See above.

---

APPROVED  
BY:

DATE:

\_\_\_\_\_  
(Authorized Signature)